



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



DO NOT USE FOR

* Contractor vehicle permit

OR

* Single Day Temporary Parking Restriction Request

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room, Riehle Plaza, or John T. Myers Pedestrian Bridge
Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021

User Information

Date of Event: Saturdays May 7 - Oct 29 Mini market Nov 19 Dec 3 Time: From: 5 am 8 am am/pm to: 1:30 pm 3 pm am/pm

Name: Lafayette Farmers Market Organization: Greater Lafayette Commerce

Street Address: 337 Columbia St, Lafayette IN 47901

City: Lafayette State: IN Zip Code: 47901

Contact person(s): Brianna Davis Phone Number(s): 765 475 4334

Email: bdavis@greaterlafayettecommerce.com

Event Description: Downtown Farmers Market

Caterer: N/A Caterer's Phone Number: N/A

This event will utilize the following venues (check all that apply):

Big 4 Depot - Community Room Riehle Plaza John T. Myers Bridge

City Right-of-way City Street Sidewalk Other _____

This event will include the following elements (check all that apply):

Estimated Attendance: _____ Private Trash Hauler (must be removed by 8am following day)

Street/Sidewalk/Right-of-way restriction or closure Food or Beverages

Restroom Facilities (required for events 4+ hours) Tents/Canopies

Alcohol (security is required) Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>

Stage Fireworks Outdoor cooker/grill Other _____

Optional Equipment & Services:

- Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- City Equipment: Trash totes, other \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

0	7 days	14 days	21 days	42 days			
Begin	Pre-planning		Notices	Event Preparation			Event
	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- Application
- Pre-event meeting (if required)
- Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- Letter of request to Board of Works (omit if only using Big Four Depot community room)
- Receipt – payment made to City of Lafayette
 - Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ _____ (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ _____ (optional)
- Certificate of Insurance
- Amusement & Entertainment Permit # _____
 Not sure if you need an A&E Permit? Want more information? Go to:
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- Traffic Control / Public Safety / Emergency Plan
- User Agreement
- Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"
By: _____

Date: _____

"User"
By: Brianna Davis
Signature

Printed: Brianna Davis

Date: 4/1/21



Cindy Murray
Board of Works
City of Lafayette
20 N. 6th Street
Lafayette, IN 47901

January 31, 2022

Dear Cindy,

Greater Lafayette Commerce is requesting approval of street closures for Lafayette Farmer's Market. The dates, times, and closures are listed below.

For all Saturdays from May 7, 2022 - October 29, 2022, we are requesting no parking on 5th Street between Main and Columbia Streets and Main and Ferry Streets. The closure will take place from 5a.m-1: 30p.m with market hours running from 8:00a.m to 12:30p.m.

November 19, 2022, December 3, 2022, we are requesting that there be no parking on 5th Street between Main and Columbia Streets. The closure will take place from 8a.m to 3pm with market hours running from 10a.m to 2p.m.

We appreciate your consideration.

Sincerely,

Brianna Davis

Events and Program Manager

Greater Lafayette Commerce

bdavis@greaterlafayettecommerce.com

765-742-4004 O | 765-475-4334 C

337 Columbia Street – Lafayette, IN 47901
PO Box 348 – Lafayette, IN 47902
Tel (765) 742.4044
Fax (765) 742.6276
www.greaterlafayettecommerce.com



January 27, 2022

Re: Historic Lafayette Farmers Market

Dear Downtown Stakeholder,

The Lafayette Farmers Market 2022 Season is just around the corner and Greater Lafayette Commerce wants to make you aware of some special dates and road closures we are requesting.

The Farmers Market takes place every Saturday beginning May 7 - October 29 from 8:00am to 12:30pm with road closures at 5:00am to 1:30pm on 5th Street between Main and Columbia streets as well as Main and Ferry streets.

There will be two holiday mini markets on November 19 and December 3. Each mini market will operate from 10:00am to 2:00pm with road closures from 8:00am to 3:00pm on 5th Street between Main and Columbia streets.

Please let me know if you have any questions or concerns. We appreciate your cooperation as we seek to raise awareness of downtown Lafayette and all it has to offer.

Thank you in advance.

Sincerely,

Brianna Davis
Events and Program Manager
Greater Lafayette Commerce
Bdavis@greaterlafayettecommerce.com
765-742-4004 O | 765-475-4334 C

Client#: 89171

LAFALAF

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: EPIC Insurance Midwest, 2663 Duncan Road, Lafayette, IN 47904. CONTACT NAME: Tarah Bunch, PHONE: 765 420-1338, FAX: 765 420-1338, E-MAIL ADDRESS: tarah.bunch@epicbrokers.com. INSURER(S) AFFORDING COVERAGE: INSURER A: The Cincinnati Insurance Company, INSURER B: Accident Fund Insurance Co of America, INSURER C, D, E, F.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) City of Lafayette is an additional insured with respect to the General Liability per form CG2026 04/13.

CERTIFICATE HOLDER: City of Lafayette, 20 N 6th St, Lafayette, IN 47901. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]